MASTER LIST

1. Measure your progress - will it lead where you want to go?
   a. Monitor and adjust
   b. Know when to cut your losses
   c. **FOCUS™** on the important things

2. Consider work-life balance
   a. Time management
   b. Take care of yourself

3. Publish papers
   a. Focus on first author papers
   b. Just Do It ✔ ©

4. Promote yourself
   a. Give (good) talks
   b. Go to conferences
      i. Be social when you go (and don’t be a jerk)
   c. Network

5. Read the literature
   a. Astro-ph every day
   b. Keep up with the current topics in your specialty

6. Keep an open mind with respect to positions inside/outside academia
   a. Follow your passion, even if it changes
   b. Monitor up-and-coming fields

7. Write proposals
   a. Helps make better science cases
   b. Observing proposals and grants/fellowships

8. Collaborate with people
   a. Don’t be afraid to seek advice/ask questions
   b. Don’t be a jerk

9. Get involved with things outside research
   a. Teaching, outreach

10. Have strategic side projects
    a. Keep in moderation